Tutor Induction Record

Name of tutor:

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| --- | --- |
|  | **Date** |
| Tutor Course File(s) available for each course taught   * Course information Leaflet * Registers (paper or electronic) * Curriculum plans * Learner induction checklist * Recognising and Recording Progress and Achievement (RARPA) forms * Health and Safety Classroom / Activity Risk Assessments |  |
| Guidance and support on Hampshire Achieves’ quality assurance and improvement processes and how to complete the necessary quality documentation |  |
| RARPA Policy and procedures, including guidance and support on the processes and stages of RARPA |  |
| Policy and procedures for the Observation of Teaching, Learning and Assessment (OTLA) |  |
| Health and Safety Policy, access to Health and Safety training and awareness of relevant requirements including:   * responsibilities with regard to risk assessment * name of the Fire Warden and how to evacuate learners in case of fire |  |
| Policy for the Safeguarding of Children and Vulnerable Adults and PREVENT Duty and information about how and when to report any concerns. Responsibility for providing:   * a safe learning environment for all learners and * opportunities for learners to discuss safety issues |  |
| Equality, Diversity & Inclusion Policies and awareness of current legislation and own responsibilities to:   * promote equality and support diversity & inclusion * celebrate cultural diversity within the learning environment * produce teaching and learning resources that are accessible and promote cultural diversity and British values. |  |
| Responsibilities under the Equality Act (2010) including:   * the responsibility to make adjustments to teaching and learning * providing regular opportunities for disclosure * the responsibility to pass information on to others regarding a learner’s disability and/or learning difficulty (providing consent has been obtained) * respecting the rights of a learner |  |
| Responsibilities concerning the General Data Protection Regulations (GDPR) including:   * ensuring that data about a learner is kept in a secure location * ensure that no information about a learner’s disability and/or learning difficulty and shared unless specific written consent by the learner has been given |  |
| How to report:   * Health and Safety Concerns * Compliments / Complaints * Absences * Requests for learner / learning support * Safeguarding and Prevent issues |  |
| For learners with specific learning needs, information about:   * where specialist equipment is available * how and where to gain relevant support * guidance on assessing for reasonable adjustments |  |
| Arrangements for booking rooms / equipment; obtaining teaching and learning resources |  |
| Employment conditions and where to refer any queries |  |
| Staff development and training opportunities including   * VLE login / access * Accessing Hampshire Achieves CPD events |  |
| Awareness of educational standards  [Further education and skills handbook - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif/further-education-and-skills-handbook-for-september-2021#the-evaluation-schedule-and-grade-descriptors)  [Education inspection framework - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework)  [Professional Standards for Teachers and Trainers (et-foundation.co.uk)](https://www.et-foundation.co.uk/professional-standards/) |  |
| Support available from key personnel, and how to access this |  |
| Centre’s self-assessment and quality improvement processes; and tutor’s involvement in the processes. |  |

The following has been covered as part of the tutor induction process.

Tutor: Date:

Centre Manager: Date: